



Management Services Center News You Can Use

April 2006

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Contract Administration and You

Are you new to the world of Multiple Award Schedules (MAS) and the Contract Administration involved? Never heard of the Contractor Assessment Initiative (CAI)? Not sure what the Administrative Compliance Visit entails? This article is for you!

The CAI initiative is designed to give Federal agencies access to recent performance data on contractors within the Multiple Award Schedule (MAS) program.

ALERT!!!

Contract Administrator Change!

Contract Management is conducting workload realignment due to an increase in the number of MAS contracts delegated for administration in the Washington Metropolitan area and to help ensure proper contract administration of Canadian contracts. This redistribution will allow Contract Management to better utilize our existing personnel to provide better contract administration in Pennsylvania, Washington DC, and Canada.

As of August 15, 2005, all Multiple Award Schedule (MAS) contracts, in which your contact for contract administration was located in the following affected areas, was transferred to:

All Multiple Award Schedule (MAS) contracts in Pennsylvania and Washington DC were re-delegated from our Atlanta Contract Management Zone to our Boston Contract Management Zone.

All MAS contracts located in the Canadian provinces of Manitoba and Ontario were re-delegated from our Boston Contract Management Zone to our Chicago Contract Management Zone.

All MAS contracts in the Canadian provinces of British Columbia, Alberta, and Saskatchewan were re-delegated from our Boston Contract Management Zone to our San Francisco Contract Management Zone.

If you have not received notification of who your new ACO, please contact your respective new Contract Management Zone below:

Boston Contract Management Zone

GSA/FSS/2FX-1

Thomas P. O'Neill Federal
Building

10 Causeway Street,
RM # 347

Boston, MA 02222

Phone: (617) 565-7600

Chicago Contract Management Zone

GSA/FSS/5FX

John C. Kluczynski,
34th Floor

230 S. Dearborn Street
Chicago, IL 60604

Phone: (312) 886-8891

San Francisco Contract Management Zone

GSA/FSS/9FX

450 Golden Gate Avenue
4th Floor West

San Francisco,
CA 94102-3434

Phone: (707) 647-3060

This exciting initiative will also assist FSS acquisition activities make more informed decisions about exercising contract options and awarding additional contracts. You, as a MAS contractor will benefit by having your high-quality performance posted for easy customer access. To read the introductory letter to vendors, dated October 2002, and for more information on this initiative go to <http://vsc.gsa.gov/casi/>.

Administrative Compliance Visits or better known as a Contractor Assistance Visit (CAV) is a system review of the Multiple Award Schedule conducted by an Industrial Operations Analyst (IOA) at your place of business. The IOA does this review to ensure that an adequate sales tracking system is in place. The tracking system should include supporting documentation to substantiate the sales data submitted. The tracking system will ensure that you accurately report all 72A sales data and submit the correct Industrial Funding Fee (IFF) check to GSA. To view a list of frequently asked questions and answers go to <http://vsc.gsa.gov/faq/cavfaq.cfm>.

Schedule Sales Query



Are you interested in the sales of a particular GSA Schedule or the Specific Identification Number (SIN) with in a GSA Schedule?

Schedule Sales Query (SSQ) provides the sales reported by contractors for specific report quarters during the current and past five fiscal years.

Sales data available on SSQ represents contractor reported sales for the four quarters in a specific fiscal year; however, official GSA

Schedule Specific Data Available for You!

There is so much information on the web, perhaps even everything you need to know...and yet it is not always apparent. Our goal at both the Management Services Center and all of GSA is to create web pages that meet your needs. We are constantly reviewing and improving these pages and look forward to your ideas.

There is a wealth of information at the Management Services Center home page! To get there click on [Management Services Center](#) and proceed to MSC References.

You will find references that provide sales data for each Schedule. This data identifies:

- The total number of contractors in the Schedule
- The number of contractors in each social/economic indicator
- Sales by Special Item Number
- Sales by social/economic indicator
- List of agencies and the amount they purchased from the Schedule
- Contractors listed in order of sales amounts
- List of agencies and the amount they purchased without the Schedule
- List of Purchase Offices that bought this type of service (on and off Schedule)
- Potential new business (expiring contracts)

These reports are updated as soon as the data is available. Andy Randles, our financial data guru, works with each Schedule Specific Business Manager to provide data that is appropriate to your Schedule. The list of Business Managers is always posted in the MSC Points of Contact at the end of each of these newsletters.

You will find references that are presentations on Electronic Tools (E-Tools), General Contracting Issues, DoD policy letters, an MSC Overview, Schedule specific presentations, helpful web links, Schedule Input Procedures, Option Information, a presentation on "How to Market to the Federal Government" and much more!

The Prognosis for GSA

GSA has trudged through two years of controversy, organizational changes and leadership losses. Information Technology sales dropped almost \$3 billion, about 40%, in the last 2 years. Contracting errors have been uncovered and defense dollars (\$2B) were returned to agencies after authority for the use expired. A hiring freeze was implemented and approximately 400 positions are identified to be cut. It is not all roses at GSA right now.

In response to many of the negatives above, GSA is revamping policies and streamlining organizations to improve customer service and internal functions. A proposal to merge the Federal Technology Service (FTS) and the Federal Supply Service (FSS), into the Federal Acquisition Service (FAS), has been approved by the House and is now in a Senate committee. This legislation will allow the funding for both services to be integrated into one fund. The FAS will be able to use the same funds for products as well as services, enabling greater efficiencies in contract support. Up until a couple of months ago, this organizational change was planned to be done

Schedule sales are maintained by the fiscal year in which they are reported. An example of this difference is that fourth quarter fiscal year 2005 contractor reports are due during October, fiscal year 2006; SSQ will display the information as fourth quarter fiscal year 2005, and GSA will count these same sales as received during fiscal year 2006.

The **Schedule Sales Query (SSQ)** enables you to easily access the sales reported by our Federal Supply Schedule contractors. The report generator allows you to quickly select a preformatted report for the information you need. To facilitate the process, the ten formats were developed based on historically requested data. Some of the reports will instruct you to either select a Schedule number, a Fiscal Year, a Contract number, or a Company name. What if you're unsure about the Schedule or contract number for your report?? The **Schedules e-Library** is a valuable source of information, so click over if you need extra facts before selecting the report format.

Example Report: All Schedules by Fiscal Year

Schedule	Sales
738 II	\$120,922,933
899	\$380,993,040
874 V	\$441,753,608
Total Sales	\$943,669,581

Upcoming MSC Industry Days!

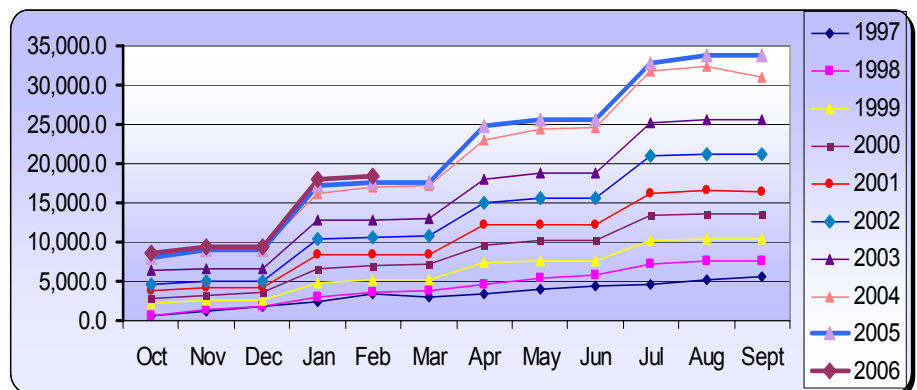
We are planning 2 MSC Industry Days! They will cover the same material: one will be given the first day of the GSA EXPO (15 May 06) in San Antonio, Texas. The second will be provided in the GSA auditorium at the GSA building at 18th and F in Washington DC in the fall of 2006.

before the end of the fiscal year but may be delayed until next year.

GSA acts as a catalyst for nearly \$66 billion in federal spending—more than one-fourth of the government's total procurement dollars. The agency also influences the management of federal assets valued at nearly \$500 billion. These assets include more than 8,300 government-owned or leased buildings, an interagency fleet of 170,000 vehicles, and technology programs and products ranging from laptop computers to systems that cost over \$100 million.

Although GSA leverages billions of dollars in the marketplace, only one percent of the agency's total budget is provided through direct congressional appropriations. The majority of GSA's operating costs must be recovered through the products and services it provides.

The FSS is a self-sufficient organization that relies on the Industrial Funding Fee for program support. FSS sales have been steadily growing for more than a decade. Below is a graph (from zero to \$35 billion in sales) that shows the steady growth of the total Schedule sales since 1997.



Below is the sales data of each of the Management Services Schedules. Each of the Schedules (except the Energy Schedule that has had commodities removed) shows a steady growth over a period of 7 years.

SCHEDULE GROWTH				
	2000	2001	2002	2003
Energy	\$0	\$183,346	\$60,116,595	\$76,913,443
Log World	\$0	\$9,567,565	\$37,336,763	\$109,018,320
Consolidated	\$0	\$2,783,925	\$69,463,724	\$176,761,058
Language	\$450,964	\$3,602,562	\$13,307,709	\$27,894,685
Environmental	\$13,020,182	\$84,932,484	\$245,339,212	\$295,714,502
MOBIS	\$733,830,377	\$1,006,431,827	\$1,421,599,839	\$1,646,298,060

If you choose to go to the San Antonio event, you should know:

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- If you choose to only attend the MSC Industry Day there will be no price for attendance but we have found that you will not be able to sit in on vendor training throughout the day. (You will not be able to attend the GSA EXPO hall nor any of the food provisions of the EXPO if you do not sign up for the EXPO.)
- If you sign up for EXPO there will be classes, lunches, the exhibition hall, receptions and customer meetings available for four days. Visit the GSA EXPO website at expo.gsa.gov
- Room reservations go quickly at this very popular event!

If you choose to attend the Washington DC conference you should know:

- The presentations will be the same as the May presentations at GSA EXPO but the many vendor classes sponsored by EXPO will not be available.
- The attendance will be limited to the first 100 participants.
- A specific day has not been contracted yet. Once a day has been identified you will be notified via email.

What Is A Mass Mod?

The Government initiates Mass Mods when uniform changes to large numbers of Federal Supply Service contracts are required. Examples include clause updates, Schedule changes and the addition of contract requirements. Mass Mods are identical for all recipients.

How does a contractor know a Mass Mod is available?

When a modification becomes available for contractor review, the Contractor point of contact is sent an email with a direct hyperlink to a portion of the FSS Vendor Support Center (VSC) website that contains the modification process. The email

SCHEDULE GROWTH

	2004	2005	2006 / 2nd Qtr	
Energy	\$61,207,700	\$56,281,133	\$3,313,233	
Log World	\$264,174,142	\$416,513,193	\$140,845,042	
Consolidated	\$292,924,845	\$416,621,195	\$102,034,413	
Language	\$54,203,864	\$103,986,873	\$33,801,726	
Environmental	\$347,434,629	\$372,430,470	\$87,493,558	
MOBIS	\$2,243,526,125	\$2,878,024,509	\$778,886,123	

The chart above demonstrates a significant demand by federal agencies. Schedules provide a purchase source that grossed almost \$34 billion last year. This demand is constant and large. Schedule purchases will continue to be needed in the long-term.

So what will happen to GSA? GSA will get leaner, will look different and will continue to provide these high demand services to federal agencies in the distant future.

So Much Information at the Vendor Support Center!

Contact Information	Mailing Address
Hours : 7:30am - 5:30pm EST	Vendor Support Center
Phone : (703) 305-6235	2011 Crystal Park Drive
Toll Free : (877) 495-4849	Crystal Park 1, Suite 920
Fax : (703) 305-7944	Arlington, VA 22202
Email : vendor.support@gsa.gov	

The Vendor Support Center (VSC) has lots of information that you need! The VSC home page is at <http://vsc.gsa.gov>. The Vendor Support Center is a whole organization of people ready to assist you. They are full-time experts in subjects ranging from the Schedule Input Program (SIP), Industrial Funding Fee information, Contract Administration and Marketing.

Under each heading is a list of the subjects covered.

Getting on Advantage

Getting Started
Loading Your Price List Files
Check Your File Status e-Offers
Schedules e-Library

Business Opportunities

e-Offers
Schedules e-Library
GSA Advantage
e-Buy

also contains a Personal Identification Number (PIN) associated with the contract number and specific modification for security and verification purpose.

Additional Information

Anyone viewing the VSC website (<http://vsc.gsa.gov>) can review and choose from a list of modifications available. Detailed information educates the reader on the background, purpose and implications of the modification. At the conclusion, the contractor enters the PIN and other verification information as a means of accepting the modification. Upon execution, a confirmation email printable SF-30 is sent to the contractor, ACO and PCO.

There are instructions about all of these modification request types at these websites:

MOBIS –
www.gsa.gov/mobis

Environmental –
www.gsa.gov/environmental

LOGWORLD –
www.gsa.gov/logworld

Outreach Europe 2006

The show dates are Monday October 16, through Thursday October 19, at the Patrick Henry Pavilion in Heidelberg, Germany.

Here is what is planned; a full 60-class training matrix, a GSA flagship, and an exhibit area with 250 booths for GSA vendors, all oriented toward our European based customers. The last Outreach Europe 2004 brought in over 3,000 customers, and generated over 600 CEUs in training hours. We intend to far exceed that success this year!

<p>GSA Advantage e-Buy FedBizOpps Business Partner Network Schedules Sales Query (SSQ) Federal Procurement Data System (FPDS-NG) Advantage Sales FAQs</p>	<p>FedBizOpps Business Partner Network Schedule Sales Query (SSQ) Federal Procurement Data System (FPDS-NG) Advantage Sales</p>
<p>Contract Administration ACO Locator Modifications CCR Electronic Subcontracting Reporting System Administrative Compliance Visits</p>	<p>Reporting Sales 72A Online Reporting New! 72A Credit Card Brochure IFF and Contract Access Fee Rates E-Gov Travel Service Reporting</p>
<p>Publications GSA Steps Newsletter (s) Government Executive Magazine The Steps to Success: How to be a Successful Contractor New! 72A Credit Card Brochure</p>	<p>Vendor Training SIP On-Site Training New Contractor Orientation Webcast Unique Identification (UID) Forum</p>

Once a month the webcast is conducted live and you are strongly encouraged to participate! The next webcast is scheduled for April 06. Just sign-in via the Vendor Training selection, look for the VSC web page and send us questions you would like addressed. You can see the first 3 webcasts also at the Vendor Training selection. There is much to learn and you would be surprised at the questions you will have in common with other contractors.

Outreach Europe 2006 Booth Information

A. The selection criteria will be twofold:

1. Must hold a GSA contract
2. Must be able to deliver products/services to the European market.

B. Price: The booths will be \$2,000 for a standard booth, which will be 3 meters wide, 2 meters deep (approx. 10 ft X 8 ft).

C. How to Apply for a Booth: An electronic application will be sent to all GSA Contractors. The application will include the instructions on where to submit the application and payment. A third party management company will process the order and assign booths.

D. Shipment to Germany. In early September our Burlington facility will do a consolidated shipment, which will include vendor material. This will save the vendors considerably on shipping costs. Return shipments will be the responsibility of the individual contractor.

E. A website with detailed information for both vendors and customers, a

MSC Points of Contact

Language

Tammy Lindsley
(253) 931-7627
tam.lindsley@gsa.gov

MOBIS

Helen Jay
(253) 931-7063
helen.jay@gsa.gov

MOBIS

Debbie Gamble
(253) 931-7895
debbie.gamble@gsa.gov

Environmental/Energy

Carolyn DiCugno
(253) 931-7042
carolyn.dicugno@gsa.gov

LOGWORLD

Barry Nelson
(253) 931-7268
barry.nelson@gsa.gov

Consolidated

Staci Oetting
(253) 931-7611
staci.oetting@gsa.gov

daily schedule and registration information will go on-line shortly.

More detailed information will be available at the Outreach Europe Booth at the Expo in San Antonio. Co-located with the Expo 2007 booth (#1600).

How to Submit a Modification Request

There are eight basic types of modification requests:

- adding labor categories or items
- deleting labor categories or items
- economic price adjustments
- novations
- change of name agreements
- adding Special Item Numbers
- deleting Special Item Numbers
- price reductions
- administrative changes (address, Contract Administrator, DUNS number, etc)

All modification requests share a couple basic requirements:

- You must ensure that your GSA Advantage text file is accurate (as of your award or last contract modification) or your modification request will be rejected.
- Submit a cover letter signed by an authorized negotiator (as shown in your contract) identifying your basic request (adding a new SIN, requesting an economic price adjustment, changing your Contract Administrator, etc.) Note: You are also able to use the electronic modification request system called "e-mod". Those using the e-mod submittal procedure are not required to submit a "signed" document. For information on enabling the e-mod submittal capability go to <http://www.eoffer.gsa.gov/>

The Management Service Center staff created guides for the following Schedules for your use in submitting more complex modification requests. These guides may be found under the references section (at the bottom of the left column) for the Schedules listed below:

www.gsa.gov/mobis

www.gsa.gov/environmental

www.gsa.gov/logworld

